

Candidate Quick Application Guide





Registration Page

- Job Preferences and Desired Position Allows you to select desired job type, compensation, and fields of interest.
- ✓ And More! Other pages allow you to provide your geographic preference, education, work experience, and many more options.

Candidate Dashboard

- Account Summary An overview of your commincation with employers (new messages, pending interviews, and job offers, etc.). Also learn how many employers are viewing your profile.
- √ View feedback and guidance in the form of analysis of your personality, advice on how your personality can be used to the benefit of your career, and coaching on your interview skills.

My Profile

✓ Candidate Profile – Update or edit your profile, including your personal information and job preferences. Be sure to update your profile when you are no longer searching for a position. Assessment data can only be updated after 180 days.

The Communications Portal

✓ Communications - The place to go to view and respond to any incoming messages from an employer. Click a tab to view employer and career center communications, respond to interview requests, or send messages.



